



**SENIOR CITIZENS ADVISORY BOARD  
AGENDA**

**Regular Meeting**

**Tuesday, May 16, 2017 • 9:00 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno**

**WELCOME TO OUR ADVISORY BOARD MEETING:** If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA:** May 16, 2017
- 4. APPROVAL OF MINUTES:** April 18, 2017
- 5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 6. CONSENT CALENDAR:**
- 7. NEW BUSINESS:**
  - a. Treasurer's Report – April 2017
  - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data (Madonich)
  - c. Receive and File Minutes of Events Committee (Tessier)
  - d. Senior Center Summer Activities Preview (Madonich)
  - e. Review of 2017-18 Fiscal Year Goals (Brewer)
- 8. UNFINISHED BUSINESS:**
- 9. EXCLUDED CONSENT:**
- 10. ITEMS FROM STAFF:**
- 11. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**
  - a. Facilities Subcommittee – Verbal Report
- 13. ADJOURNMENT**

**\*\* POSTED PURSUANT TO LAW \*\***



## CITY OF SAN BRUNO

Community Services Department

### MEETING MINUTES

#### Senior Citizens Advisory Board April 18, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:02 a.m. Board Members Present: Chair Goff, Hayes, Carmichael, Kreisel, Luzaich, and Tracey. Board Members Absent: Green and Treasurer Hornung. Staff Present: Brewer, Madonich, and Tessier.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Carmichael/Luzaich** to approve the agenda of the April 18, 2017 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Goff/Kreisel** to approve the minutes of the March 21, 2017 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Treasurer's Report – March 2017 Treasurer's Report filed for audit.
  - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for March 2017. Coordinator Madonich reported that a new grocery assistance program was created to make grocery items more affordable to those who need it.
  - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier reported that some volunteers had expressed wanting to start up some new classes for crochet and mahjong. **MSC Luzaich/Hayes** to try out new classes for crochet and mahjong. Approved unanimously.
  - d. Review Job Assignments for Facility Attendant Position – Superintendent Brewer told the Board that the Senior Center has many facility attendants. The responsibilities include the set up and break down of tables and chairs, custodial duties, data entry, set ups for meetings and classes, and other duties as assigned by staff.
  - e. Senior Deck Replacement Update – Superintendent Brewer told the Board that staff is planning on putting a request for bids out in late May and then hopes to

go to council to award a contract in June. Staff is now expecting the work to begin towards the end of summer and will report back to the Board as dates are confirmed.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Facilities Subcommittee – Board Member Hayes reported that the facilities subcommittee identified some areas of the Senior Center that need to be painted and will work with staff on getting that done. The Facilities Subcommittee has also worked with staff and volunteers to keep things off the kitchen floor.

Board Member Kreisel asked for the removal of the free table because it collects items that are not useful and often the items need to be removed and thrown away. Staff responded that they will try removing it for a few days and will see how people respond.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Goff**, adjourned the meeting of the Senior Advisory Board at 9:49 a.m.

Respectfully Submitted,  
Ludmer Aker  
Executive Assistant  
City of San Bruno

# SENIOR ADVISORY BOARD TRUST FUND REPORT

**APRIL 30, 2017**

Checking Account Balance 3/31/2017	\$ 13,951.79
Interest	\$ 0.62
Deposit	\$ -
Checks	\$ -
Fees	
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Checking Account Balance 4/30/2017	\$ 13,952.41
Amount held at City of San Bruno prior 7/1/2013	\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2016	\$ 43,410.40
Amount deposited to City since 7/1/2016	\$ 9,880.18
Deposit made to City account April	\$ 453.45
Deposit made to City account April	\$ 429.51
Amount deposited to City this fiscal year	\$ 10,763.14
<b>TOTAL NET WORTH APRIL 30, 2017</b>	<b>\$ 172,058.15</b>

2016-17 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	3	4	1	6	1	3	1	2	2	1		
Shopping	8	3	1	2	5	3	2	0	7	2		
Transportation	7	3	3	2	4	2	7	6	4	7		
Assisted Living	9	2		1	4	2	3	0	4	1		
Legal	5	4	3	1	1	4	3	2	0			
Insurance	3	1	2	0	2	2	4	1	1			
Welfare Check	0	2	1	1	1	0	5	1	0			
Health	0	0		1	0	0	0	0	0	1		
Counseling	3	1		1	1	0	1	0	3			
Clean/Repair	7	7	5	1	2	3	4	4	5	2		
General	8	4	2	6	5	4	8	3	1	4		
Monthly Total	53	31	18	22	26	23	38	19	27	18	0	0

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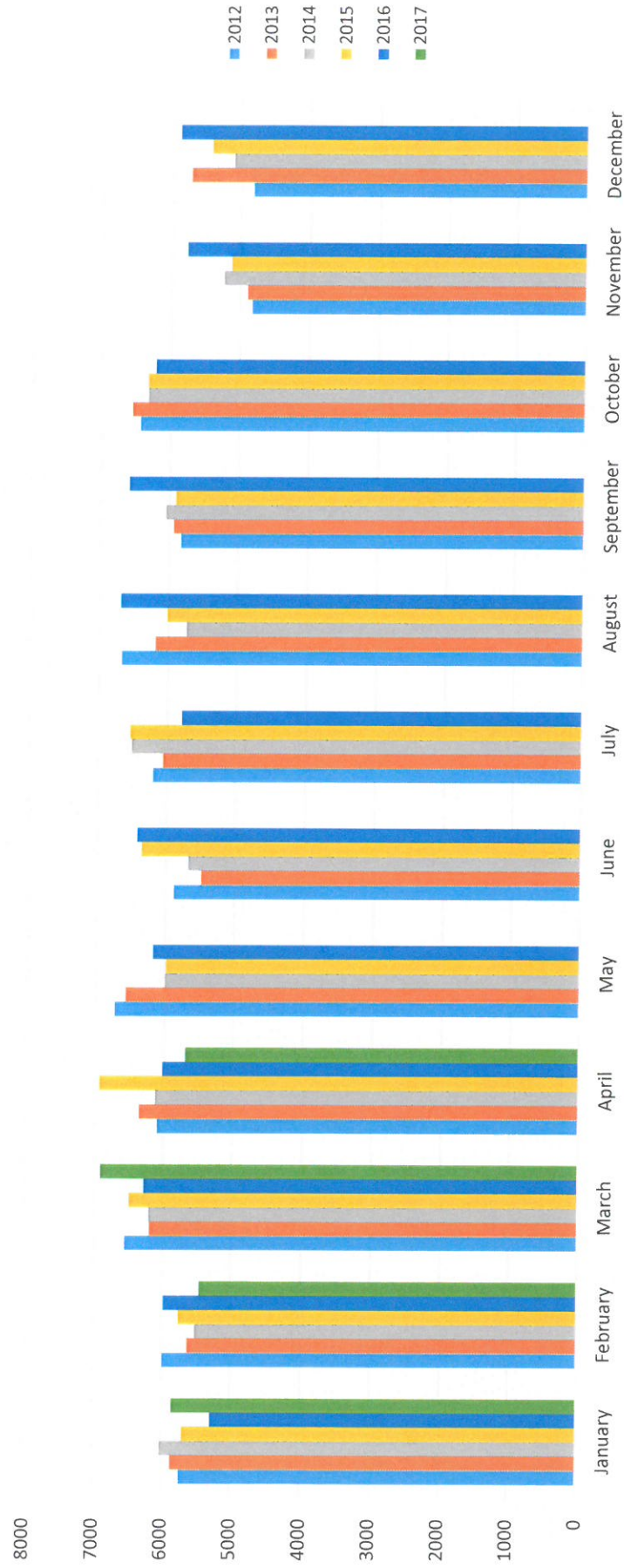
Nutrition Site Report - April 2017

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	3	100	83	16	99	11.00
Tues	4	96	74	20	94	0.00
Wed	5	115	90	23	113	5.50
Thur	6	56	52	3	55	5.50
Fri	7	85	71	13	84	11.00
Mon	10	92	74	16	90	22.00
Tues	11	84	69	14	83	5.50
Wed	12	140	123	15	138	22.00
Thur	13	76	60	14	74	11.00
Fri	14	88	69	16	85	0.00
Mon	17	97	85	11	96	11.00
Tues	18	83	68	13	81	5.50
Wed	19	153	139	13	152	22.00
Thur	20	75	72	0	72	0.00
Fri	21	207	207	0	207	60.50
Mon	24	102	95	6	101	11.00
Tues	25	93	79	12	91	5.50
Wed	26	136	116	19	135	16.50
Thur	27	65	57	5	62	5.50
Fri	28	101	75	24	99	11.00
<b>Total</b>		<b>2044</b>	<b>1758</b>	<b>253</b>	<b>2011</b>	<b>242</b>



	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418	5788	6689	6583	6208	5771	5884
2017	5851	5462	6908	5688								

Historical Sign-In Data





# EVENTS COMMITTEE

*May 8, 2017*

Members in attendance were Dorothy Carmichael, Bill Goff, Kathy Gregory, Tammy Manini and Raoul Epling. Mary Tessier was in attendance.

Minutes for the April meeting were approved as written.

1. The May **Movie** will be held on the first Friday and will be "La La Land". 28 people attended the April movie: "Fences" and gave it good reviews. Other movie ideas are: "Hidden Figures", and "Lion".

2. **Classes & Programs:**

There were several people interested in a crochet class. Volunteer instructor, Veronica Parry will lead the class on Fridays from 9:30 – 11:00 am starting on June 23<sup>rd</sup>. Mary is working with another volunteer to start a Mahjong group on Thursdays.

The First Sunday Line Dance instructors will start the fee raise in June.

3. **Presentations:**

13 people attended the Decluttering and Downsizing session on April 20<sup>th</sup> and 14 seniors attended the session on Vision Loss and Aging on April 27<sup>th</sup>. The presentation on "Hidden Children of WWII" will be held on June 14<sup>th</sup>. There will also be a presentation on Elder Abuse and Financial Fraud on June 12<sup>th</sup>.

4. **Trips:**

40 people went on the Cache Creek Casino trip in April. The Occidental trip in May is full with a Wait List. Dorothy has arranged for an Architectural Tour of San Francisco with Craig Smith on June 30<sup>th</sup>. Dorothy also scheduled trips with American Stage Tours for the rest of 2017. In August there will be a trip to the Monterey area, which will include lunch at Phil's Fish Shack.

5. **Parties:** The Variety Show on April 21<sup>st</sup> went well and was a sell-out. After discussion the Committee decided that we should continue with two shows this year. We will have another Variety Show on September 22<sup>nd</sup>. Ticket sales for the Mother's Day Party on Friday are lower than usual. The Committee decided that they would like the dance space for the Mother's Day Party in front of the stage and the lunch tables in the back half.

6. ***The next Events Committee Meeting will be on June 12<sup>th</sup> at 1:00 pm.***



COMMUNITY SERVICES DEPARTMENT

**DATE:** May 16, 2017  
**TO:** Senior Citizens Advisory Board  
**FROM:** Leah Madonich, Recreation Coordinator  
**SUBJECT:** Senior Center Summer Activities Preview

**BACKGROUND:**

Each summer the San Bruno Senior Center hosts a wide variety of unique activities designed to benefit the health and well-being of the local senior community.

**DISCUSSION:**

Some exciting upcoming programs include:

- An Elder Abuse and Financial Fraud presentation on June 12<sup>th</sup>
- The introduction of a new crocheting class, scheduled to begin June 23<sup>rd</sup>
- Independence Day Party with music from the Hot Rods band on July 3<sup>rd</sup>
- The annual Manny's Elvis Party on July 29<sup>th</sup>
- Sports Week will run from August 11<sup>th</sup> – August 17<sup>th</sup> and will include a ping pong tournament, a billiards tournament, a coastal walk, water aerobics, a pickleball tournament and a softball tournament against Redwood City seniors, culminating in our End of the Summer Party on August 18<sup>th</sup>

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT

**DATE:** May 16, 2017  
**TO:** Senior Citizens Advisory Board  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Review of 2017-18 Fiscal Year Goals

**BACKGROUND:**

Each year during the fiscal year budget development, staff identifies goals for the upcoming year. These goals enhance the programs and services that are offered at the Senior Center.

**DISCUSSION:**

The Goals established for the 2017-18 fiscal year are:

- Expand the Sunday dance program to include quarterly "Baby Boomer" dances to attract younger active adults
- Implement an intergenerational volunteer program for teenagers to engage with Senior Citizens
- Offer performances and demonstrations during the lunch program to showcase Senior Center classes and increase enrollment
- Offer an Anti-Bullying training seminar

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.